

Department of Community and Behavioral Health



Graduate Student Handbook 2016-2017

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The University of Iowa prohibits discrimination in employment and in its educational programs and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Office of Equal Opportunity and Diversity, (319) 335-0705 (voice) or (319)335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa, 52242-1316.

Individuals with disabilities are encouraged to attend all University of Iowa sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact the Department of Community and Behavioral Health in advance, (319) 384-1470.

This document is maintained by Torrie Malichky, Graduate Program Coordinator, Community and Behavioral Health. Suggestions and questions may be directed to her at torrie-malichky@uiowa.edu or 319-384-1490.

**Mission and Goals
of the
Department of Community and Behavioral Health**

Mission Statement

In collaboration with communities, the Department of Community and Behavioral Health prepares graduates to promote health and quality of life by developing, evaluating, and disseminating evidence-based practices through research, training, and innovative policy.

Department Goals

- ❑ Educate highly competent and committed public health professionals and research scientists.
- ❑ Advance the scientific basis for the practice of public health.
- ❑ Promote meaningful community service and collaboration with the practice community.
- ❑ Promote renewal of the public health infrastructure.
- ❑ Enhance diversity and collaboration among students, staff, faculty, and alumni.

Organizational Structure

The Department of Community and Behavioral Health is one of five departments in the College of Public Health. The five departments are Biostatistics, Community and Behavioral Health, Epidemiology, Health Management and Policy, and Occupational and Environmental Health.

The Head of the Department is Dr. Edith Parker, who is responsible for administration of the educational, research, and professional service functions of the department.

The department currently has 10 primary faculty members, 3 professors' emeriti, 8 secondary faculty members, and 10 adjunct faculty members. Support staff include one department administrator, Rob Svetly; and a graduate program coordinator, Torrie Malichky.

College of Public Health

Since its founding in 1999, The University of Iowa (UI) College of Public Health has seen expansion in its student enrollment, external research funding, and faculty size. Today, the college offers students a rich array of educational opportunities with multiple majors and focus areas as well as combined degree programs.

University of Iowa Policies Affecting Students

Copies of *University of Iowa Policies Affecting Students* are distributed on campus each fall and are available on The University of Iowa website <http://dos.uiowa.edu/policy-list/current/>. Topics addressed include the student bill of rights, standards of academic conduct, treatment of student educational records, policies on sexual harassment, disability policy, religious diversity, and grievance procedures.

Graduate College Regulations

All Community and Behavioral Health degrees are conferred through the Graduate College. Therefore, the department adheres to the Graduate College rules, regulations, and requirements that are outlined in the Manual of Rules and Regulations of the Graduate College. Students should familiarize themselves with this manual which is available on the Graduate College website: <http://www.grad.uiowa.edu/graduate-college-manual>.

Department of Community and Behavioral Health Procedures and Policies

Advising

When an applicant is admitted to the Department of Community and Behavioral Health, the student is assigned a faculty advisor. In most cases, the academic interests of the student are matched with a faculty member who shares similar interests. In the case of PhD applicants, applicants are expected to help identify the faculty members whose interests best match their academic goals.

Students are responsible for initiating a meeting with their academic advisor at least once a semester, however you are encouraged to meet with them more frequently.

Role of the Advisor

- Provide information about various fields of study in Community and Behavioral Health
- Provide information about research opportunities
- Provide information on strategies to search for and obtain an internship and various job opportunities
- Help develop the plan of study
- Provide advice when academic difficulties occur

Changing Advisors

It is possible to change academic advisors; there is no requirement that students remain with the same advisor throughout their academic careers. To change advisors, initiate action by talking to the CBH Graduate Program Coordinator.

Role of the Graduate Program Coordinator

- Provide new and prospective students with information on application and admission processes, orientation and the transition to the program
- Provide current students with information on registration, advising, course selection, academic requirements, financial aid, CBH/CPH guidelines, career development and monitoring progress to graduation
- Provide administrative support for professional development and CBHSA funds

Course Information

Descriptions of all College of Public Health courses can be found in the General Catalog: [www.registrar.uiowa.edu/registrar/catalog/public health](http://www.registrar.uiowa.edu/registrar/catalog/public%20health)

The University Schedule of Courses comes out on MyUI a few weeks prior to early registration (February for the upcoming fall and summer semesters, October for the upcoming spring and summer semester). Generally, courses are offered during the same semester, the same time of day, the same format (i.e. web-based) as they were during the prior academic year. Direct questions about specific courses to the Graduate Program Coordinator in that department or the instructor.

Grading

Generally, faculty in the College of Public Health use the letter grades A, B, C, D, and F. Plus-minus grading is an option which many faculty members elect to use. Students may check with each course instructor at the beginning of the semesters to determine if the option will be used.

Satisfactory/Unsatisfactory (S/U) grading is always applied to thesis/dissertation, MPH practicum, research, or independent study courses. Neither the S nor the U is used in computing grade-point average. Grades of S and U may also be used for courses taken outside the major department, provided that the course instructor and the student's advisor approve the registration. Arrangements for S/U grading in these courses are accomplished by filing a form with appropriate signatures in the Registrar's Office at the time of registration or *no later* than the last day of the second week of a semester or the third day of the second week of a summer session.

Auditing

Auditing' is to reduce to zero the number of semester hours for which a student registers in a course. The student will not receive credit for the course, but will be able to attend the course lectures and participate in course activities. Audit registrations require special permission from the instructor. Auditing a course does not eliminate the payment of tuition and fees for the course. Tuition assessment is based upon the number of semester hours for which a course is offered. Students who are registered receive an "R" if attendance and performance are satisfactory or a "W" if unsatisfactory, unless special grading instructions allow other options.

Academic Standing

While pursuing a degree in CBH, MS and PhD students are expected to maintain a 3.0 or better grade-point average. A student with less than a 3.0 GPA after 8 or more semester hours of graduate work will be placed on probation. If after completing 8 or more semester hours of graduate work at this University, the student's cumulative grade-point average remains below 3.0, the student shall be

dismissed from the program and denied permission to reregister within any department program; otherwise the student shall be restored to good standing.

Any CBH MS/PhD student who receives more than six semester hours of C+ or lower on courses included in the student's plan of study, including any transfer hours, will be dismissed from the program. Any student who does receive more than six semester hours of C+ or lower may appeal the dismissal in writing to the Head of the Department within 4 weeks of the end of the semester. Student appeals must be voted on by the Department faculty within two semesters, including summer session, from the end of the semester in which the last C+ or lower grade was received.

Any student wishing to appeal a grade from a class must do so within 2 weeks of the end of the semester. It is advisable to first speak with the instructor of the course in question about your grade. If that offers no solution, contact the Department Chair of that course's department within 4 weeks of the end of the semester.

The grade of "Incomplete" will be used only when a student's work during a session cannot be completed because of illness, accident, or other circumstances beyond the student's control. Incompletes will count as courses in progress when students enroll for an upcoming semester. New courses taken and incompletes together may not total more than 15 semester hours in one semester. Exceptions will only occur with special permission from both the faculty advisor and the department head.

MPH students should refer to the MPH Handbook for academic standing requirements.

Refer to Section IV of the Manual of Rules and Regulations of the Graduate College for details on probation and dismissal standards, procedures, and appeals.

Plan of Study

A department plan of study should be filed in the first semester of enrollment. If plans of study are not in place after one semester of enrollment, the student will not be allowed to register. The purpose of the plan of study is to ensure that any requested course waivers or transfer credits are approved, and that students will have completed the appropriate coursework to receive the degree. Currently, MPH students use electronic plans, as explained in their orientation. For MPH students, the approval process is electronic. For MS and PhD student, before presenting your plan of study to your advisor for approval, provide a copy to the Graduate Program Coordinator to verify that the plan satisfies minimal degree requirements, and that courses will be available during the semester you plan to take them. Changes in the plan of study are made electronically for MPH students and are currently made using the Change in Plan of Study Form for MS and PhD students. You will find the Plan of Study for MS and PhD students here: <http://www.public-health.uiowa.edu/cbh-student-forms/>

Waiver of Courses

Students may request that a required course be waived. A waiver means that a student is not required to enroll in the course, and that he/she does not receive credit for that course. Make this request soon after you enroll in the program using the transfer credit form available online: <http://www.public-health.uiowa.edu/cbh-student-forms/>

Transfer of Courses

Students may request that courses they took at another institution, or in another degree program, count towards their CBH degree. To do this, students must provide information about each course on the transfer credit form, along with the syllabus for the course and their plan of study, to the Graduate Program Coordinator. The form may be accessed here: <http://cph.uiowa.edu/cbh/current-students/forms.html> Credit for courses toward an advanced degree must have the approval of the CBH department as well as the dean of the Graduate College. Students cannot transfer courses that will be more than 10 years old at the time that they take their comprehensive examination, or courses that were taken as part of an undergraduate program.

Registration

Nine or more semester hours constitutes full-time enrollment during the fall and spring semesters. A graduate student may register for no more than 15 semester hours per semester during fall and spring semesters unless approved by both the advisor and the department head. The maximum number of semester hours graduate students are allowed to enroll in during the combined summer sessions is 12 s.h. For the four-week summer session, the maximum number of semester hours allowed without approval for graduate students is 4 s.h.

Registration Procedures

Students register for courses online at <https://myui.uiowa.edu/my-ui/home.page> Students need to be authorized to register by either their advisor or the Graduate Program Coordinator. Request authorization when you and your advisor are in agreement as to the courses you will take in the upcoming semester. If you are making a change from your plan of study, you will need to talk about this with your advisor prior to asking for authorization.

Special Permission Codes

Some courses require you to enter a special permission code before you can register for them. For College of Public Health courses, you can get the special permission code from the graduate program coordinator in the department that is offering the course:

Public Health- Lexie Just, (lexie-just@uiowa.edu)

Biostatistics-Terry Kirk, (terry-kirk@uiowa.edu)

Community and Behavioral Health-Torrie Malichky, (torrie-malichky@uiowa.edu)

Epidemiology-Melissa Fitzgerald, (Melissa-fitzgerald@uiowa.edu)

Health Management and Policy-Betsy Winter, (Elizabeth-a-winter@uiowa.edu)

Occupational and Environmental Health-David Asa, (david-asa@uiowa.edu)

Please note: These codes are intended for CBH students only, due to restrictions on our course offerings. Therefore, it is not appropriate to forward these codes to anyone else (including other CPH students). Students who receive a code from another student, unfortunately, will be administratively dropped. If you know of a student who seeks registration for one of these courses, please have them contact the Program Coordinator or the instructor directly. Thank you very much for your compliance with this request.

Adding or Dropping Courses

Changes in registration must be initiated by the student. To add or drop a course you may log in to MyUI to make the change. Your advisor will need to approve the action before the course is formally dropped from your registration. You are responsible for making sure all approvals are complete and the course is removed from your schedule. Be aware that failure to drop classes by the established deadline will result in a successive increase in the percentage of tuition charged.

Certification in Human Subjects Protection

All Community and Behavioral Health students are required to provide evidence that they have completed an approved education in the human subjects protections program if they are engaged in a research project. This training can be useful in advance of applying for GA/RA positions within the university. This certification can be obtained through an on-campus workshop, or an online tutorial. For information go to <http://research.uiowa.edu/hso/> (click on Education).

Financial Support

The department website includes information on scholarships, fellowships and internships targeted towards students in Community and Behavioral Health. A limited number of research and teaching assistantships, and tuition grants are available within the department, searching outside CBH is also encouraged.

Student Conduct - University

The University of Iowa has specific guidelines that address student conduct. Students of the Department of Community and Behavioral Health are expected to adhere to these guidelines, which can be found in The University of Iowa Operations Manual, Part IV, “Students, Chapter 1: General Regulations Applying to Students.” <http://www.uiowa.edu/%7Eour/opmanual/iv/01.htm#11>

Student Conduct – Department of Community and Behavioral Health

Along with the academic knowledge that students will obtain during their educational career, it is also expected that students will develop a professional demeanor. Students graduating from the program will be representing themselves, the department, the college, and the university in the professional world. Therefore, professionalism will be expected of all CBH students in every aspect of the CBH environment. This includes classrooms, seminars, meetings with faculty members, and any other situation in which the department is being represented. Professionalism includes (but is not limited to):

- Attending classes – if a student is unable to attend class, the student will notify the instructor in advance
- Arriving on time – to classes, meetings, and seminars
- Being prepared – homework is completed and materials are read
- Proper etiquette – not speaking out of turn or interrupting, providing relevant and fact-based information during classroom discussions (not just opinions), turning off cellphones
- Showing respect – to faculty members, other students and staff members
- Graciously accepting constructive feedback – from instructors, faculty members, staff members and classmates

If any student feels that he/she is unclear on these expectations, he/she is encouraged to discuss them with either his/her faculty advisor or the Graduate Program Coordinator.

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Academic Misconduct

Of the conduct guidelines set by The University, the Department of Community and Behavioral Health considers academic misconduct to be the most detrimental to the integrity of the program. Academic misconduct not only interferes with a student's individual learning, but also challenges the learning environment of his/her classmates and instructors.

Refer to The University of Iowa Operations Manual for definitions and consequences regarding academic misconduct: <https://opsmanual.uiowa.edu/table-of-contents>. Academic misconduct is defined as “.the acquisition of honors, awards, certification or professional endorsements, degrees, academic credits, or grades by means of cheating, plagiarism, or falsification, including forgery, with respect to any examination, paper, project, application, recommendation, transcript, or test, or registration document or by any other dishonest means whatsoever, or aiding or abetting another student to do so.” If an enrolled student is terminated from his or her graduate program for reasons of plagiarism, the student will be simultaneously terminated from the Graduate College of The University of Iowa.

This website provides a wealth of information on plagiarism: <http://uc.uiowa.edu/students/academic-misconduct>. Lack of understanding of these materials is not a defense against an academic misconduct charge.

The appeals process for students accused of academic misconduct is specified in The University of Iowa document, “Policies and Regulations Affecting Students, C. Academic Misconduct.” The appeals process must be initiated by the student. If the student wishes to appeal, that appeal must be lodged with the Associate Dean for Academic Affairs of the Graduate College within 30 days of the department dismissal.

Student Life

Community and Behavioral Health Student Association (CBHSA)

The Community and Behavioral Health Student Association was established to provide opportunities for professional development, service-oriented outreach and social events for students. CBHSA aims to create unity among all students in the Department of Community and Behavioral Health by serving as a means of communication between students, faculty, the College of Public Health, and the community.

Community and Behavioral Health Seminar Series

The Community and Behavioral Health Seminar Series is a monthly forum for faculty, staff, students, and external constituents to discuss common research interests. Attendance is encouraged for MS and PhD students. See CBH Calendar of Events available on the website.

The University of Iowa ECO Hawk (Easy Change Overall)

Eco Hawk is student organization at The University of Iowa created by graduate students. The objective of ECO Hawk is to focus on public health approaches to environmental issues. For more information and to become involved visit the ECO Hawk website at http://dchrste.wix.com/eco_hawk.

Graduate Student Senate

The Graduate Student Senate (GSS) of The University of Iowa is an elected body through which graduate students express their concern for the welfare of the graduate students at the University, develop and disseminate ideas for the improvement of graduate education, and contribute to the formation of general University policy. Each department has an opportunity to have a representative on the GSS. Speak with the Graduate Program Coordinator if you are interested.

Collegiate and Departmental Committees

Students have the opportunity to participate on selected standing and special ad hoc committees, both collegiate and departmental, as full voting members. These student representatives act as guides for the faculty and administration regarding the needs of students, in addition to serving as sources of information for the CPH student body. If you are interested in participating, please speak with the Graduate Program Coordinator. Depending on the status of the committee seat, you may have an opportunity to participate as a student representative. Committees on which students serve, include:

CBH Student Faculty Liaison
CPH Alumni Committee
CPH Awards Committee

Faculty Council Curriculum Committee
CPH Computation and Informatics Committee

Photo ID Cards

University of Iowa ID's can be used to charge food and merchandise from a number of different places across campus. The ID is also used as a library card. IDs can be obtained from the Iowa Memorial Union (IMU). Please note that you must bring a valid government issued photo ID, such as a driver's license or passport for ID verification. For more information go to: <http://www.idcard.fo.uiowa.edu/>

Public Health Computer Lab

The College of Public Health Computer labs are located in S206 and S207 GH.

Other university computer labs (ITCs) are available throughout campus, including one at nearby Hardin Library. A complete list of available ITCs can be obtained through the UI's Information Technology Services Office.

In addition to hardware, the College of Public Health IT department has many different kinds of software available for student use. Contact Tim Shie, the director of IT, to inquire about specific kinds of software- tim-shie@uiowa.edu

College of Public Health Student Commons

The Student Commons is located on the second floor (S240). It includes study tables and reading chairs, as well as a serving counter. It is also where student mailboxes are located. To reserve the Commons for a special event, contact Katie Boland katie-boland@uiowa.edu

Community and Behavioral Health Conference Room, N402 CPHB

To reserve the CBH conference room for a meeting or event, contact Torrie Malichky at torrie-malichky@uiowa.edu.

The University of Iowa Campus Directory

On the front page of The University of Iowa website at <http://www.uiowa.edu/> you will find the link “DIRECTORY” to allow you to locate any faculty, staff, or student e-mail and telephone information.

Maps

Maps of the Iowa City area and the Iowa campus are available at: <http://maps.uiowa.edu/>

Lockers

Lockers are available to CPH students on a first-come first-serve basis. Please contact Katie Boland if you are interested. Katie-boland@uiowa.edu or 319-384-1528, office S255 CPHB

Email

All faculty, staff and students in the College of Public Health use email on a daily basis. Once students are enrolled, they are responsible for making sure the College has an appropriate email account for them, and for checking their email account daily. If students do not check their email account daily, they may miss out on important information.

The College of Public Health will set up an email account for students when they enroll in courses. Students will then be connected to the College of Public Health network individually, and signed up to the CBH student email list.

If students do not want to check their university email account on a daily basis, they must re-route their University of Iowa email account, to an email account that they do check every day. In ISIS, click on Update Email Routing Address under “My UIowa” on the toolbar.

Parking and Transportation

<p>Main Parking Office 100 IMU Ramp 335-1475 Hours: 8:00 am-4:30 pm Mon-Fri</p>

<p>Hospital Parking Office Hospital Ramp 2 335-8924 Hours: 7:30 am-5:30 pm Mon-Fri</p>
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Contact Information: http://www.uiowa.edu/~parking/parking_services_student_permits.html

There is no free parking near College of Public Health offices or classrooms. The nearest public parking ramps are Newton Road Parking Ramp and the IMU Parking Ramp. Students who live outside of Iowa City/Coralville City limits may purchase a commuter parking permit for either the Hancher or Finkbine parking lot. Students may purchase special permits for parking before or after standard staff work hours in certain lots. Students living in Iowa City are eligible to purchase reduced cost bus passes for the Iowa City transit bus. The only way to avoid paying for transportation to and from campus is to live on a Cambus Route. Cambus is a free transit system that gets people around the UI campus and some residential areas in Iowa City and Coralville.

Iowa City Transit Information: <http://www.icgov.org/?id=1515>

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Coralville Transit Information: <http://www.coralville.org/index.aspx?nid=80>

Cambus Information: <http://www.uiowa.edu/cambus/>

Health Insurance

All graduate students and their families are eligible for the health insurance coverage. Graduate Research Assistants receive reduced premiums as part of their employment benefits. Contact the University Benefits Office for more information, benefits@uiowa.edu or 335-2676 and more information can be found here: <http://hr.uiowa.edu/benefits/health-insurance-graduate-students>

Finding Student Employment

There are many employment opportunities for graduate students in Community and Behavioral Health at The University of Iowa. Many research directors in the College of Public Health hire graduate students to assist them with projects. Students should communicate their interest for a GA/RA position to their faculty advisor and the Graduate Program Coordinator and read College of Public Health emails for information to be aware of opportunities available to them. The CBH Graduate Program Coordinator emails out announcements for all positions in the department, as well as any advertised across campus that they are aware of. Also, check the Graduate College website <http://www.grad.uiowa.edu/graduate-assistant-job-postings>.

Eligibility for a graduate research and teaching assistantship will include a) cumulative grade-point average of at least 3.00, b) satisfactory degree progression.

Sometimes students are hired as Graduate Research Assistants. Benefits are very good and include excellent health insurance coverage and Iowa residency for tuition purposes. Sometimes students are hired as regular staff members, and these positions are often referred to as Research Assistants. This classification is different than Graduate Research Assistant, and does not include the same benefits. Make sure you understand the difference.

Professional Development Reimbursement Program

In order to encourage CBH student professional development, CBH will consider requests for reimbursement for costs up to \$400 incurred as a result of engaging in professional development activities. Amounts will vary year to year depending on department resources

The eligible expenses include:

- ❑ Professional conference registration fees (Membership fees will only be reimbursed if it results in a conference registration cost that is low enough to cover the membership fee.)
- ❑ Travel expenses associated with professional conference attendance

- ❑ Copying or printing expenses associated with presenting work at a professional conference, or a competitive event such as the CPH Research Week. Printing expenses must use University Printing Rules to be eligible for reimbursement.

In addition, students who present research at a professional conference may be reimbursed an additional \$100 during the academic year the presentation was given. Talk to the Graduate Program Coordinator, Torrie Malichky, to get prior approval for professional development costs. Original receipts must be submitted after events for all claimed expenses.

Assistance with Writing

The University of Iowa Writing Center offers a variety of services that are free and available to any student, staff or faculty member at the university. The Writing Center can help students improve their writing in general, or work with them on certain projects such as a thesis or dissertation. The Writing Center can be especially helpful for non-native English speakers. Contact information: 110 EPB, phone number 335-0188, <http://www.uiowa.edu/~writingc/>

Assistance with Public Speaking

Speaking Center staff provide one-on-one instruction for students who want to improve their speaking performance in rhetoric classes or other domains of university life. Students who sign up early in the semester can receive individualized instruction 30 minutes per week for an entire semester. Instruction depends on individual needs and includes help with delivery techniques, methods of organizing material, strategies for effective presentations, options for preparing and practicing speeches, and methods of generating and using responses to speeches for further improvement. The Speaking Center can be especially helpful for non-native English speakers. Contact information: 14 EPB, phone number 335-0205, <http://clas.uiowa.edu/rhetoric/for-students/speaking-center>.

Master of Public Health (M.P.H.) General Information

Although MPH students completing the Community and Behavioral or Health Communication subtrack are part of the CBH student body, the MPH degree is administered through the office of the Director of the MPH Program, Dr. Anjali Deshpande. Because of this, MPH students need to know the following:

- MPH students have their own student handbook, and are held accountable for the policies and procedures stated in that handbook. MPH/CBH students may find the CBH handbook a helpful source of advice, but should not consider this to be the final word on policies that affect them.
- The practicum experience is the culminating requirement of the MPH. Students should begin to plan for the practicum and meet with the Practicum advisor early on in their program.

M.P.H. Subtrack in Community and Behavioral Health

Degree Description and Learner Objectives

The Community and Behavioral Health subtrack prepares public health practitioners for a variety of positions related to community development, health program implementation, and health education. Students learn the foundations of how to design, implement, and evaluate evidence-based interventions that are directed toward identified public health problems in populations. Bachelor's level training in the social and behavioral sciences are good preparations for this program, but current students come from a variety of educational backgrounds.

- ❖ **In addition to the learning objectives listed above, MPH graduates will be expected to attain competency in the following areas (See Appendix A).**

M.P.H. Curriculum

During their first semester, students will work with their academic advisor to develop a plan of study that will satisfy both students' individual goals, and the degree requirements. In addition to the coursework, students are required to attend departmental seminars, if their schedule permits.

The degree plan for the MPH subtrack in Community and Behavioral Health can be found here:

<http://www.public-health.uiowa.edu/mpb-cbh/>

M.S. Degree in Community and Behavioral Health

Degree Description and Learner Objectives

Provides an overview of community and behavioral health as an area of study, while encouraging students to specialize in an area of interest. Prepares individuals for community and behavioral health research positions, or to begin the Ph.D. degree program in Community and Behavioral Health.

- ❖ **MS graduates will be expected to attain competency in the following areas (See Appendix A).**

M.S. Curriculum

During their first semester, students will work with their academic advisor to develop a plan of study that will satisfy both the students' individual goals, and the requirements listed below. In addition to the courses below, students are required to attend departmental seminars, if their schedule permits.

<http://www.public-health.uiowa.edu/ms-community-and-behavioral-health/>

MS Examination Policies and Procedures for the Department of Community and Behavioral Health

This section explains the examination policies and procedures associated with obtaining an MS. The MS student should refer to the Manual of Rules and Regulations of the Graduate College for guidelines associated with examinations and committee composition. The Graduate College Manual of Rules and Regulations is available on line at <http://www.grad.uiowa.edu/graduate-college-manual>. The MS student should refer to the Graduate College Thesis Manual for guidelines associated with the preparation of a thesis. That is available on line at www.grad.uiowa.edu/theses-and-dissertations/graduate-college-thesis-manual.

MS Thesis

The master's thesis must be a work of scholarly quality with evidence of original thinking. It may or may not include data collection as determined by the student's thesis committee. The thesis must be a document that is publishable in a peer-reviewed journal. The structure of the thesis shall be determined by the thesis committee in accordance with the Graduate College Rules and Regulations. The student is required to comply with Graduate College guidelines with regard to preparation of the thesis and to meet Graduate College thesis deadlines for graduation. The student should consult the

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Graduate College or the Graduate Program Coordinator regarding deadlines. Thesis costs are the responsibility of the student, including associated costs such as copying. Not less than 6 and not more than 9 semester hours of credit for thesis work is required.

Choice of a Thesis Advisor

The student in agreement with his or her academic advisor will determine an appropriate thesis advisor from among the department faculty. The thesis advisor must be a faculty member of the Department of Community and Behavioral Health (primary or secondary appointment). The thesis advisor will chair the thesis committee. Upon agreement, the student and the thesis advisor must submit in writing to the Department Head his or her agreement to work together. This agreement will be placed in the student's file. Changes in the thesis advisor must be initiated by the student and approved by the academic advisor and the Department Head in writing. In rare cases the thesis advisor may remove himself or herself from the committee with approval of the Department Head. A thesis advisor should be identified at the end of the first year of full time study.

Development of a Thesis Committee

The committee should be selected after the thesis advisor and student have developed a draft of the proposal. The thesis advisor and student will select a committee, to include the advisor who will be chair of the committee. MS students should refer to the Graduate College manual <http://www.grad.uiowa.edu/graduate-college-manual> for rules regarding thesis committee composition. Students do not officially have a thesis committee until they have submitted their thesis proposal and all potential committee members have signed the student's "Approval of Proposed MS Thesis" form. Substantial work should not be done on the thesis until this form has been submitted. If changes are made to the proposal, an "Addendum to Thesis Proposal" form must be submitted. You may access both forms here: <http://cph.uiowa.edu/cbh/current-students/forms.html>.

Changes in a committee member must be approved by the student and thesis advisor and submitted in writing for approval by the Department Head. If the student is in a Health Communication subtrack of the MS, then the thesis must contain some aspect of Health Communication.

Students should expect a minimum of two-week turn around for feedback from the committee on thesis written work. This should, however, be agreed by the committee members and is subject to variability. Students should expect work to be returned with comments no later than three weeks from submitting the thesis written work. After getting thesis advisor approval, the final version of the thesis must be to the committee members a minimum of two weeks prior to the oral defense.

Format for Master's Thesis

In the Department of Community and Behavioral Health, a Master's thesis will generally consist of at least one manuscript that the thesis committee deems suitable for publication and that is submitted before completion of the degree. The scope of the work entailed in the manuscript should be negotiated in advance with the thesis committee (see format below for complete outline of each section of the thesis).

Thesis Composition

- The thesis will contain three sections:
 - an introductory chapter,

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- a chapter, or chapters, containing the body of a publishable manuscript (one per chapter),
- a concluding chapter.
- The introductory chapter will:
 - outline the larger problems addressed in the research,
 - discuss the purpose and major goals of the research, and (if requested)
 - contain a comprehensive literature review of the research area.
- The concluding chapter will:
 - show how the manuscripts shine light on the larger problems mentioned in the introduction,
 - address the significance of the research to the field(s) of Community and Behavioral Health,
 - mention any aspect(s) of the research not included in the manuscripts but worthy of discussion, and
 - discuss the potential for future research.

Formatting Guidelines

- In general, all instructions given in the document titled “Thesis Manual,” published by The University of Iowa Graduate College are to be followed when preparing the thesis or dissertation. The Thesis Manual can be found online at <http://www.grad.uiowa.edu/theses-and-dissertations/graduate-college-thesis-manual>. In order to satisfy the format-check procedure of the Graduate College, the thesis must appear in all ways as a typical thesis. For example:
 - A chapter that contains a manuscript must be formatted as if it were a chapter in a typical thesis.
 - The chapters must each contain a title and be numbered consecutively.
 - The format of subheadings must be consistent from chapter to chapter.
- Graphs and tables must be numbered in association with the chapter they are associated with (e.g. Figure 3.1 and 3.2 in Chapter 3 followed by Figure 4.1 and 4.2 in Chapter 4). They must also agree with the numbers given in the list of figures and list of tables.
- The same referencing style must be used throughout the thesis regardless of whether the articles are submitted to different journals with different referencing styles.
- As for a typical thesis, there can be only one abstract at the beginning and one bibliography at the end of the thesis or dissertation. However, each chapter containing a manuscript could include an initial subheading titled “Summary of Findings” (or equivalent terminology) that would, in essence, be the abstract included with that article.
- Given the comments above, some reformatting of a manuscript is expected prior to submission to the publisher.

Defense of an MS Thesis

The defense of the master’s thesis will serve as the Master’s final examination. The defense is an oral presentation of the purpose, methods, and results of the thesis research. A committee will thoroughly examine the student’s area of knowledge associated with the context of the work. The committee can also be expected to cover the broader professional and scientific issues during a period of open-ended questions. It is acceptable to link the defense to a departmental seminar. This is the usual process for CBH theses defense below. However, the chair may choose to vary from this process within the parameters allowed by the Graduate College.

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The MS Defense Process

- The thesis will be presented for review and critical assessment in a public forum.
- Announcements, will be emailed to all CBH faculty, staff and students are made giving the thesis title; student name; date, place, and time of defense; and brief abstract are posted/sent two weeks prior to the defense date. The student is responsible for coordinating this with the CBH Graduate Program Coordinator.
- If an audience is present in addition to the student's committee members, the defense will consist of the following format.
 - The chairperson introduces the student and explains the format that will be followed to the audience.
 - This may include asking the student to give a brief history of his or her academic/work history (for example, "what brought you to this point?").
 - The student then gives a summary or overview of the objectives and important findings associated with his or her work.
 - Time limit is 20-40 minutes.
 - Talk should be addressed more towards audience than committee members who have already read the thesis.
 - The question-and-answer period then follows in which the audience is allowed up to 20 minutes to ask questions. Following that time period, the committee members only will ask any additional questions.
 - Upon completion of the question-and-answer period, the committee members will convene a closed-door session to discuss the student's performance, review academic information, and sign form as desired.
 - The student is informed of the result of the committee's decision.

MS Defense Responsibilities

It is the student's responsibility to ensure that all work is performed, and all forms are submitted, in a timely manner to obtain the degree. The forms and timelines originate from the Graduate College, which ultimately confers the degree, not the department. A detailed checklist of duties and responsibilities required for obtaining a degree is available from the Graduate Program Coordinator.

Student

- Notifies Graduate Program Coordinator of intent to defend.
- Sends requests to potential committee members.
- Schedules defense date with advisor and committee members.
- Completes thesis for review by thesis committee.
- Prints and sends copies of thesis to advisor and committee members prior to defense.
- Works with Graduate Program Coordinator to satisfy all Graduate College requirements.
- Satisfies all departmental requirements as given in the detailed checklist.
- Enrolls during the session in which the degree is to be conferred.

Student and Thesis Advisor

- Select committee members.
- Determine potential defense date.

- Review/edit student's thesis prior to submission to committee members.
- Distribute announcement of thesis defense.
- Complete first deposit checklist prior to submission to Graduate College.

Thesis Advisor

- Advises student on thesis content.
- Chairs thesis defense.
- Brings student file and final examination form to defense.
- Signs required forms.

Graduate Program Coordinator

- Supplies forms and advice when asked by student.
- Finds a room for the defense.
- Submits the necessary forms to the Graduate College for the thesis defense scheduling.
- Provides the advisor with a student file for defense (containing the Report on Final Examination form).
- Returns all forms to Graduate College.

Thesis Defense Evaluation

The thesis defense will be evaluated as satisfactory or unsatisfactory, with two unsatisfactory votes making the committee report unsatisfactory. The examination may be repeated only once. A student must graduate within one calendar year after passing the final exam. Failure to meet this deadline will require re-examination.

Graduate College Deadlines

Deadlines are set by the Graduate College for the initial and final submissions of the thesis. See the Graduate College website for deadlines associated with each semester. The Graduate College requires that a first deposit of one copy of the final draft be submitted in final typed form by the first deposit deadline. A "Final Deposit Checklist" is to be filled out and submitted with the thesis to ensure that it is complete. The Graduate College will accept minor modifications as per the committee's recommendations after a defense but will not accept substantial changes such as the inclusion of another figure or table without written consent from the advisor. As such, the student should strive to complete the thesis at least two weeks prior to the first deposit. This will allow sufficient time for review by the advisor and changes based on that review in order to submit a near-complete version of the thesis at the time of the first deposit. After approval by the Graduate College and by the thesis committee, two copies of the final thesis must be deposited with the Graduate College by the final deposit deadline date in the graduation session. Failure to meet this deadline will result in delay of graduation.

Departmental Time Considerations

In order to meet the Graduate College deadlines, MS students should expect to have the first draft of their thesis completed the semester prior to the term in which they intend to graduate. Thesis preparation includes a thesis proposal, thesis outline, thesis outline revisions, chapter outlines, chapter outline revisions, data compilation, chapter preparation, and chapter revisions, all of which will undergo faculty reviews. Each of these steps may take longer than the student originally expected.

Therefore, having the first draft prepared prior to his/her final term provides the student with an appropriate amount of time to complete the revision process.

When materials are given to a faculty member for review, he/she may take at least two weeks to complete his/her evaluation. Therefore, when students are creating a timeline for meeting thesis deadlines, they should allocate two weeks for each faculty member evaluation.

Students undertaking new data collection with human subjects should allot time for Institutional Review Board approval. This may take up to two months.

Student Responsibilities regarding MS Degree Completion

It is the MS student's responsibility to ensure that all work is performed and all forms are submitted in a timely manner to obtain the degree. A detailed list of the various responsibilities for obtaining the degree can be found on the registrar's website at <http://www.grad.uiowa.edu/degrees-and-graduation>.

Ph.D. in Community and Behavioral Health

Degree Description and Learning Objectives

Prepares individuals for academic, research, and policy-making careers in the social and behavioral health sciences. Contribute to public health knowledge by designing and conducting original research.

- ❖ **Ph.D. graduates will be expected to attain competency in the following areas (See Appendix A).**

Ph.D. Curriculum

During their first semester, students will work with their academic advisor to develop a plan of study that will satisfy both the students' individual goals, and the requirements listed below. The curriculum for the doctoral program requires that students complete at least 75 semester hours of course work past the baccalaureate degree. The transfer credit given for a master's degree counts towards these 75 semester hours. In addition to the courses below, students are required to attend departmental seminars.

<http://www.public-health.uiowa.edu/phd-community-and-behavioral-health/>

Annual Doctoral Student Reviews

The Department of Community and Behavioral Health conducts annual reviews for all doctoral students. Guidelines for the review are as follows:

A. Purpose

The purpose of the annual doctoral student review is twofold: 1) to help Ph.D. students and their advisors effectively guide students' progress and professional development toward goals that will advance student success during the program and after graduation and 2) to familiarize the full faculty with students' strengths, interests, progress, and challenges. This process may help students identify research or funding opportunities as well as faculty mentors and/or dissertation committee members.

These annual reviews are held in addition to, and not as a substitute for, regular meetings with the student's advisor and other faculty mentors throughout the year. Meetings throughout the year should be used to assist students as they determine their research options, topics, and preparation for preliminary and comprehensive exams.

The CBH Ph.D. program includes a series of established degree program milestones – the Preliminary Exam, the Comprehensive Exam, the Dissertation Proposal, and the Dissertation Final Exam. These milestones correspond with the formal requirements of earning a Ph.D. The program also has established expectations related to career preparation. For example, to be competitive for positions at research universities, policy institutes, and certain other professional environments, students must have significant involvement in multiple research projects that result in publications. The annual doctoral student reviews will provide a forum to discuss progress towards these established degree program milestones as well as other professional development goals.

B. Structure of Annual Doctoral Student Review

The annual doctoral student reviews will be held in either the May, June or July faculty meeting. Student materials should be submitted by May 1st and reminders will be sent in the spring. The annual review consists of five components: (1) the submission, by all doctoral students, of (a) an annual doctoral review form, (b) a curriculum vitae (CV), and (c) a grade report (these materials are due to the Graduate Program Coordinator by June 1st); (2) a review of a student's submitted materials by their faculty advisor; (3) a meeting of the CBH faculty¹ to discuss student progress; (4) a written assessment of students' progress and (5) a progress meeting between a student and their advisor to discuss the review memo.

Each student will be responsible for submitting a doctoral review form which can be found at the following link: <http://cph.uiowa.edu/cbh/current-students/forms.html> and a current version of their CV. Students' CVs should include degrees, honors, employment and research experiences, teaching experience, publications and manuscripts in development, presentations, and service activities. Students should use a standard format for their CV, and do not need to use the NIH Biosketch format.

Following the full-faculty review of the student's materials, a written assessment is provided as a joint letter from the DEO and the advisor to the student and should include: a synopsis of students' accomplishments and a clear explanation of recommendations for improvement or for professional development activities, if any. This letter will be filed with the student's departmental records.

At the progress meeting, faculty advisors will discuss with individual students the results of their review, which may include areas in which professional development is needed, recommendations for improvement as well as feedback on accomplishments.

¹ FERPA guidelines permit the Department of Community and Behavioral Health to hold a faculty meeting to discuss doctoral student reviews; however, each CBH faculty member, in consultation with the Department Executive Officer (DEO), retains the right to request an individual review for a student when confidential or privileged information is relevant to a student's degree progress. Upon agreement from the DEO, the faculty meeting review (component #3) will be replaced by a review that includes the student's advisor, the DEO, and the College of Public Health Associate Dean for Education and Student Affairs.

Student review materials (see aforementioned list of what is required) should be submitted to the Graduate Coordinator annually by June 1. The graduate coordinator will promptly distribute review dossiers to faculty advisors. Two weeks in advance of the June or July faculty meeting, review dossiers will be made available to all faculty. Following the full-faculty review meeting, the graduate coordinator will work with the DEO and student's advisor to prepare a written assessment for each student. This letter will be provided to all doctoral students between August 1 and September 1. Faculty advisors should attempt to hold a meeting with their advisees to discuss the Annual Doctoral Review letter annually by September 15.

The annual doctoral student review, including the written assessment and progress meeting, is intended to support and guide students' progress and professional development by establishing clear expectations and providing a vehicle for annual feedback. Grievances should be addressed with the Department Head and Executive Officer. Additionally, please refer to Section IV of the Manual of Rules and Regulations of the Graduate College for information on academic probation and dismissal standards, procedures, and appeals.

<http://www.grad.uiowa.edu/manual-part-1-section-iv-academic-standing-probation-and-dismissal>

Doctoral Examination Requirements

The examinations associated with obtaining the Ph.D. (Doctoral Degree) are rigorous and consist of two distinct processes as detailed below.

I. Ph.D. Qualifying Examination

Administration of a Ph.D. Qualifying Examination (qualifying exam) is not mandated by The University of Iowa (UI) Graduate College but is required of students in the Department of Community and Behavioral Health (CBH). This examination should be completed early in the doctoral program. For students with a relevant Master's degree, the qualifying exam is to be taken at the end of the second semester of full-time study in the program. For students without a relevant Master's degree or enrolled part-time the qualifying exam should be taken by the end of the third semester or upon completion of sufficient coursework in the following areas: (a) Epidemiology, (b) Biostatistics, (c) Health Behavior and Health Education, (d) Designing, Implementing, and Evaluating Interventions. The student's academic advisor, in consultation with the student, will be responsible for determining when their advisee should sit for the examination. The Ph.D. examination committee is comprised of three CBH faculty members and is a standing committee. The examination takes place on campus and is scheduled for a full day, from 8 a.m. until 5 p.m.

The Ph.D. qualifying exam measures the breadth of students' public health knowledge including community and behavioral health and assesses students' ability to synthesize information, build a persuasive argument, and communicate their thoughts in writing. The qualifying exam may include questions that prompt students to: (a) critique existing studies; (b) evaluate research; and/or (c) demonstrate knowledge of public health, evidence-based practice, and community and behavioral health.

Students will receive an evaluation of pass, reservations or fail on the qualifying examination. Notification to the student will occur within 10 business days after the exam. The qualifying exam may not be retaken. Failure will result in dismissal from the Ph.D. program. Appeals must be

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submitted in writing to the Department Executive Officer (DEO). Please refer to the Graduate College Manual of Rules and Regulations for additional information on student academic standing and dismissal. <http://www.grad.uiowa.edu/manual-part-1-section-iv-academic-standing-probation-and-dismissal>

Vote of Reservations:

A vote of "Reservations" will be given when examination committee members determine that the deficiencies displayed by the student were modest, and can be readily rectified. In the event of a report (i.e., "grade") with two or more votes of "Reservations," the actions required of the student, by the committee, that are necessary to correct the deficiencies must be recorded, shared with the student, and submitted to the student's file. The statement must specify the time allowed for completion of the aforementioned corrective actions. The language describing the actions must be specific. For example, if additional course work is required, a list of suitable courses must be presented.

If the candidate satisfies the required corrective actions in the specified period of time, the appropriate departmental executive, e.g., DEO, will send a written report to the student indicating the date for which the Ph.D. examination committee considers the actions to have been satisfied. If the actions are not satisfied on time, or if the actions are not of sufficient quality, the appropriate departmental executive will send a written report to the student indicating that the Reservations have not been satisfactorily completed and the committee can change the status to fail.

II. Ph.D. Comprehensive Examination

The Ph.D. Comprehensive Examination (comprehensive exam) is a requirement for all Ph.D. candidates. See the Graduate College Manual of Rules and Regulations for details. The comprehensive exam is taken after the majority of coursework for the PhD degree has been completed. The request to take the comprehensive exam must be sent by the Graduate Program Coordinator at least three weeks before the administration of the comprehensive examination. The Comprehensive exam must be passed by the committee before formal work on the dissertation can begin. A student must be registered in the Graduate College at the time of the comprehensive examination, which must be satisfactorily completed no later than the session prior to the session of graduation.

Please refer to the Graduate College manual <http://www.grad.uiowa.edu/graduate-college-manual> regarding composition of the comprehensive exam committee.

The Ph.D. comprehensive exam is intended to determine whether the doctoral candidate is prepared to undertake the dissertation phase of their graduate studies. It is an inclusive evaluation of the candidate's command of the major and related fields of study, including the tools of research. The Ph.D. comprehensive exam in CBH tests students' mastery of important community and behavioral health concepts across three domains. These three domains are: (1) the research process, (2) theoretical foundations of community and behavioral health, and (3) intervention science. Students are expected to answer questions, one from each of three domain areas, to demonstrate their research skills, their mastery of the core and relevant elective courses of the student's degree program, and their ability to integrate, apply, and synthesize material. Examination questions are composed of didactic components, principles, and concepts from the core and relevant elective courses of the student's doctoral degree program. Examination questions may also include other relevant didactic material

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consistent with professional competency in the student's specialty area. Within these domains, examination questions may include, but are not limited to: (a) designing a study; (b) identifying a research/knowledge gap; (c) translating research to practice or programs; (d) analyzing data; or (e) interpreting study findings.

The Ph.D. comprehensive exam will be scheduled between the student and advisor. The exam is administered over three consecutive days and lasts from 8 a.m. until 5 p.m. each day. Students will be provided with a single question each day, and must submit their answer to that question by the end of each day. Answers must be typed and include references.

The Ph.D. comprehensive exam is graded as Satisfactory, Reservations, or Unsatisfactory. Following the exam the examination committee will present the results of the examination in a letter to the student. Within fourteen business days of the examination, a grade must be submitted to the Graduate College. Please go to <http://cph.uiowa.edu/cbh/current-students/forms.html> to download the Doctoral Examination Committee form.

Vote of Satisfactory:

A vote of "Satisfactory" indicates that a student has passed the comprehensive exam and may begin to prepare their dissertation proposal.

Vote of Reservations:

A vote of "Reservations" will be given when examination committee members determine that the deficiencies displayed by the student were modest, and can be readily rectified. In the event of a report (i.e., "grade") with two or more votes of "Reservations," the actions required of the student, by the committee, that are necessary to correct the deficiencies must be recorded, shared with the student, and submitted to the Graduate College. The statement must specify the time allowed for completion of the aforementioned corrective actions. The language describing the actions must be specific. For example, if additional course work is required, a list of suitable courses must be presented.

If the candidate satisfies the required corrective actions in the specified period of time, the appropriate departmental executive, e.g., DEO, will send a written report to the Graduate College indicating the date for which the Ph.D. examination committee considers the actions to have been satisfied. Upon approval of the Dean of the Graduate College, the comprehensive exam will be recorded as "Satisfactory" as of that date. If the actions are not satisfied on time, or if the actions are not of sufficient quality, the appropriate departmental executive will send a written report to the Graduate College indicating that the Reservations have not been satisfactorily completed. Upon approval of the Dean of the Graduate College, the comprehensive exam will be recorded as "Unsatisfactory" as of that date.

Vote of Unsatisfactory:

Unsatisfactory completion of the comprehensive examination Reservations or two Unsatisfactory votes on the evaluation of a student's comprehensive examination equate to a grade of "Unsatisfactory" on the student's comprehensive examination. If an Unsatisfactory result is recorded by the committee, the student has one opportunity to retake the exam in accord with procedural details as described in the Graduate College Manual of Rule and Regulations. <http://www.grad.uiowa.edu/manual-part-1-section-xii-doctors-degrees>

Continuous Registration

The student is required to register each fall and spring semester after satisfactorily completing the comprehensive examination until the degree is awarded. In order to maintain continuous registration, doctoral students may register for (1) required or elective courses, research, and thesis hours to complete the plan of study or (2) Doctoral Continuous Registration (DCR). DCR requires a 1 s.h. tuition fee payment. No registration for the summer or winter session is required. The exceptions are when the student is taking a degree at the end of the summer session.

III. Dissertation Proposal

The written research proposal does not need to be completed prior to sitting for the comprehensive exam. The proposal should be a 10-20 page manuscript (length only intended as a guideline), outlining the intended dissertation research project of the student. The background and justification should be well-developed, as well as the hypotheses and proposed methods. All work should be properly referenced and comply with NIH or similar guidelines and format. The examination committee will review the proposal as to quality of the proposal (see defense of proposal details below). If the student is in the Health Communication subtrack, the dissertation must contain some aspect of that subtrack.

IV. PhD Dissertation

The goal of the dissertation is to produce three publishable manuscripts. Original thought is required in the formulation and conduct of the research, although neither original data collection nor data analysis are strictly required. During the dissertation defense, a specially formed committee will thoroughly examine the student's area of knowledge associated with the context of the work.

The student is required to comply with Graduate College guidelines with regard to preparation of the dissertation and deadlines for graduation. For this reason, the student should consult the *Manual of Rules and Regulations of the Graduate College* and posted deadlines, and refer to the resources and rules of the Graduate College at <http://www.grad.uiowa.edu/theses-and-dissertations/graduate-college-thesis-manual>. One copy of the dissertation, complete and in final form, must be presented to the Graduate College by the first-deposit deadline date in the session in which the degree is to be conferred. Two copies of the approved dissertation must be deposited at the Graduate College by the final-deposit deadline date in the graduation session. Failure to meet deadlines will result in delay of graduation. Dissertation costs are the responsibility of the student, including associated costs such as copying. The format of the dissertation document must comply with all Graduate College guidelines.

General Instructions for Preparation of a PhD Dissertation

Dissertation Committee

The dissertation committee should be selected after the comprehensive exams and prior to the dissertation advisor and student developing a draft of the proposal. The dissertation advisor and the student will select the committee, to include the advisor who will be chair of the committee. PhD students should refer to the Manual of Rules and Regulations of the Graduate College regarding regulations about the composition of the dissertation committee. This is available at <http://www.grad.uiowa.edu/graduate-college-manual>.

The committee must approve the topic area and provide direction during the preparation of the dissertation by participation in the evaluation, revision, and approval of the dissertation proposal.

The student must complete an oral defense of the proposal. All dissertation committee members must be in attendance in person. Graduate College approval is required to allow a committee member to join via phone or skype.

Students do not officially have a dissertation committee until they have submitted their dissertation proposal and all potential committee members have signed the student's "Approval of Proposed PhD Dissertation" form. Substantial work should not be done on the dissertation until this form has been submitted. If changes are made to the proposal, an "Addendum to PhD Proposal" form must be submitted. Please go to <http://cph.uiowa.edu/cbh/current-students/forms.html> for both forms. Changes in a committee member must be approved by the student and dissertation advisor and submitted in writing for approval by the Department Head.

Unanimous, written approval of the dissertation proposal is required by all dissertation committee members, prior to beginning the research. A special meeting of the student's committee will be held for approval.

Students should expect a minimum of two-week turn around for feedback on dissertation written work. This should, however, be agreed by the committee members and is subject to variability. The final version of the dissertation must be approved by the chair and submitted to the committee a minimum of two weeks prior to the oral defense. Students should expect work to be returned with comments no later than three weeks from submitting the dissertation written work.

Format for PhD Dissertation

In the Department of Community and Behavioral Health, a PhD dissertation shall consist of at least three manuscripts that the dissertation committee deem suitable for publication on related subjects and submitted for publication. The scope of the manuscripts shall be negotiated with the dissertation committee in advance. The dissertation shall include original thought in formulation and conduct of the research. However, original data collection may not be strictly required. For example, existing well-documented databases may be used as a research basis. The standard of quality will be judged relative to the probability the dissertation could withstand a peer reviewed publication process in English. The format of the dissertation document should comply with all Graduate College guidelines. Consulting other standard dissertations and scientific writing guides is also recommended. Examples of the latter include:

Madsen D: Successful Dissertations and Theses, Jossey/Bass, 1992.

Katz MJ: Elements of the Scientific Paper, Yale University Press, 1985.

Gibaldi J: The MLA Handbook for Writers of Research Papers. Modern Languages Association of American, 1993.

Dissertation Composition

- The dissertation will contain three sections:
 - an introductory chapter,
 - a chapter, or chapters, containing the body of a publishable manuscript (one per chapter),

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- a concluding chapter.
- The introductory chapter will:
 - outline the larger problems addressed in the research,
 - discuss the purpose and major goals of the research, and (if requested)
 - contain a comprehensive literature review of the research area.
- The manuscripts drafts should contain publishable manuscripts. Each chapter will:
 - Be written for a target journal in mind and the level of detail, headings, etc. should reflect that target journal in order to minimize the need for revisions when the manuscripts are sent out for publication.
- The concluding chapter will:
 - show how the manuscripts shine light on the larger problems mentioned in the introduction,
 - address the significance of the research to the field of Community and Behavioral Health,
 - mention any aspect(s) of the research not included in the manuscripts but worthy of discussion, and
 - discuss the potential for future research.

Formatting Guidelines

In general, all instructions of The University of Iowa Graduate College are to be followed when preparing the dissertation. The manual for dissertations can be found online at <http://www.grad.uiowa.edu/theses-and-dissertations/graduate-college-thesis-manual>

Deadlines Relative to Dissertations

Deadlines are set by the Graduate College for the initial and final submissions of the dissertation. See the Graduate College website for deadlines associated with the semester you plan to obtain the degree. The Graduate College requires that the first deposit of the dissertation be a copy of the final draft to be submitted. A “Final Deposit Checklist” is to be filled out and submitted with the dissertation to ensure that it is complete. The Graduate College will accept minor modifications as per the committee’s recommendations after a defense but will not accept substantial changes such as the inclusion of another figure or table without written consent from the advisor. As such, the student should strive to complete the dissertation at least two weeks prior to the first deposit. This will allow sufficient time for review by the advisor and changes based on that review in order to submit a near-complete version of the dissertation at the time of the first deposit.

Departmental Format for Conducting the Defense of a PhD Dissertation

This is the usual process below for a CBH dissertation defense. However, the chair may choose to vary from this process within the parameters allowed by the Graduate College.

- Dissertations will be presented for review and critical assessment in a public forum.
- Announcements, in the form of an email to all College of Public Health faculty, staff and students, and a news item, are made giving the dissertation title, student name, date, place, and time of defense. A brief abstract is posted two weeks prior to the defense date. The student is responsible for coordinating this with the CBH Graduate Program Coordinator.
- If an audience is present in addition to the student’s committee members, the defense will consist of the following format.

- The chairperson introduces the student and explains the format that will be followed to the audience.
 - This may include asking the student to give a brief history of his or her academic/work history (for example, “what brought you to this point?”).
- The student then gives a summary or overview of the objectives and important findings associated with his or her work.
 - Time limit is 20-40 minutes.
 - Talk should be addressed more towards audience than committee members who have already read the dissertation.
- The question-and-answer period then follows in which the audience is allowed up to 20 minutes to ask questions. Following that time period, the committee members only will ask any additional questions.
- Upon completion of the question-and-answer period, the committee members will convene a closed-door session to discuss the student’s performance, review academic information, and sign form as desired.
- The student is informed of the result of the committee’s decision.

PhD Defense Responsibilities

It is the student’s responsibility to ensure that all work is performed, and all forms are submitted, in a timely manner to obtain the degree. The forms and timelines originate from the Graduate College, which ultimately confers the degree, not the department. A detailed checklist of duties and responsibilities required for obtaining a degree is available from the Graduate Program Coordinator.

Student

- Student needs to review required forms for the Graduate College here: <http://www.grad.uiowa.edu/content/publications-and-forms-for-students>
- Notifies Graduate Program Coordinator of intent to defend.
- Sends requests to potential committee members.
- Schedules defense date with advisor and committee members.
- Completes dissertation for review by thesis committee.
- Prints and sends copies of dissertation to advisor and committee members prior to defense.
- Works with Graduate Program Coordinator to satisfy all Graduate College requirements.
- Satisfies all departmental requirements as given in the Detailed Checklist.
- Enrolls during the semester of the defense and planned graduation.

Student and Dissertation Advisor

- Select committee members.
- Determine potential defense date.
- Review/edit student’s dissertation prior to submission to committee members.
- Distribute announcement of dissertation defense.
- Complete first deposit checklist prior to submission to Graduate College.

Dissertation Advisor

- Advises student on dissertation content.
- Chairs dissertation defense.

- Brings student file and final examination form to defense.
- Signs required forms.

Graduate Program Coordinator

- Supplies needed forms and advice when asked by student.
- Submits the necessary forms for the defense to the Graduate College.
- Finds a room for the defense.
- Sends out the announcement of the scheduled dissertation defense.
- Provides advisor with student file for defense (containing the Report on Final Examination form).
- Returns all forms to Graduate College.

Timing of the Defense

The final examination may not be held until the next academic session after passing the comprehensive examination and until the dissertation is accepted for first deposit by the Graduate College. However, a student must pass the final examination no later than five years after passing the comprehensive examination. Failure to meet this deadline will result in a reexamination of the student to determine his or her qualifications for taking the final examination.

Evaluation of the Doctoral Defense

The report of the final examination is due in the Graduate College office no later than 48 hours after the examination. The final examination will be evaluated as satisfactory or unsatisfactory. Two unsatisfactory votes will make the student's performance unsatisfactory. In case of a report of unsatisfactory in the final examination, the candidate may present himself or herself for reexamination not sooner than four months after the first examination. The examination may be repeated only once. Refer to Section XII. K. of the Graduate College Manual of Rules and Regulations for these rules relative to the comprehensive examination <http://www.grad.uiowa.edu/graduate-college-manual?portal=current-students>.

Summary of Action Points for the Dissertation

1. Prior to beginning of the formal dissertation research, the student selects his or her dissertation advisor and with the dissertation advisor, selects the committee.
2. Student submits the dissertation proposal to the dissertation committee.
3. At least 60 days prior to the dissertation defense, student arranges specific date, time and location of the exam with his/her committee. Prior to this time, the student must submit a draft of the dissertation to the committee. The dissertation committee must approve the scheduling of the defense time and date prior to booking.
4. The student must meet first deposit date for dissertation of the Graduate College (currently at least four weeks before graduation). Students must have their dissertation in before the defense if the defense is earlier. See Graduate College for details on dates: <http://www.grad.uiowa.edu/theses-and-dissertations?portal=current-students>

5. Student delivers the defense copy of the dissertation to his or her committee members at least two weeks prior to the exam.
6. Final examination to be held more than 10 days before expected graduation in order to meet final dissertation filing deadline (depending upon the extent of further written changes expected). Please refer to Graduate College for exact dates: <http://www.grad.uiowa.edu/theses-and-dissertations?portal=current-students>
7. Final examination committee returns final examination report to Graduate College within 48 hours of the exam completion.
8. Approval signature of committee members must be obtained on dissertation prior to submitting final copy to the Graduate College no later than 10 days prior to graduation.

Fees

Non-refundable fees are charged each doctoral candidate to cover processing and publication costs of the dissertation and abstract.

Student Responsibility Regarding Award of the Doctoral Degree

It is the student's responsibility to ensure that all work is performed and all forms are submitted in a timely manner to obtain the degree.

Appendix A

Community and Behavioral Health Degree Program Competencies

In addition to mastering the core competencies, graduates of the MPH subtrack in Community & Behavioral Health will be able to:	Primarily Gained through These Required Courses	Secondarily Gained through These Elective or Other Required Courses
Identify and distinguish the major socio-behavioral phenomena which impact the health of the public and understand the mechanisms by which they impact health.	HMP:4101 Introduction to Public Health CBH:4105 Introduction to Health Promotion & Disease Prevention	EPID:4400 Epidemiology 1 HMP:4000 Introduction to the US Health Care System or HMP:5005 Intro to Health Care Org and Policy OEH:4240 Global Environmental Health CBH:5205 Social Determinants of Health PHAR:8715 Hlth Disparities & Cult Competence
Work effectively with communities in defining and addressing important public health concerns.	CBH:4105 Introduction to Health Promotion & Disease Prevention MPH:7000 MPH Practicum Experience	CBH:5420 Communicating with the Community CBH:6220 Health Communication Campaigns CBH:6405 Maternal Child & Family Health
Design, implement and evaluate community-based behavior interventions to prevent disease and/or promote health.	CBH:4105 Introduction to Health Promotion & Disease Prevention BIOS:4120 Introduction to Biostatistics MPH:7000 MPH Practicum Experience	CBH:5220 Health Behavior and Health Education CBH:6205 Designing and Implementing Interventions CBH:6305 Evaluation 1: Approaches and Application CBH:6115 Ethnographic Field Methods CBH:5310 Qualitative Research for Public Health CBH:5215 Community Preventive Programs/Services
Critically assess the scientific basis for preventive interventions.	EPID:4400 Epidemiology 1 CBH:4105 Intro to Hlth Prom & Disease Prev	CBH:5215 Community Preventive Programs/Services CBH:6405 Maternal Child & Family Health CBH:5435 Substance Abuse Prev and Interventions CBH:5440 Prev & Interven of Mental Hlth Disorders CBH:5235 PH Issues in Overweight Management
Plan and conduct program evaluations to assess quality and effectiveness of public health interventions.	CBH:4105 Intro to Hlth Prom & Disease Prev	CBH:6305 Evaluation 1: Approaches and Applications CBH:6305 Evaluation II: Design and Methods BIOS:4120 Introduction to Biostatistics CBH:5310 Qualitative Research for Public Health
Communicate effectively with a broad range of audiences.	CBH:4105 Intro to Hlth Prom & Disease Prev	CBH:6210 Health Communication CBH:6220 Health Communication Campaigns CBH:6215 Persuasion and Health MPH:7000 MPH Practicum Experience

Graduates of the <u>MS in Community & Behavioral Health</u> will be able to:	Primarily Gained through These Required Courses	Secondarily Gained through These Elective or Other Required Courses
Define and apply basic concepts and theories of social and behavioral science related to public health.	CBH:4105 Introduction to Health Promotion & Disease Prevention	CBH:5220 Health Behavior and Health Education CBH:6210 Health Communication CBH:6220 Health Communication Campaigns CBH:6215 Persuasion and Health CBH:5435 Substance Abuse Prev and Interventions CBH:5440 Prev &Interven of Mental Hlth Disorders CBH:6215 PH Issues in Overweight Management CBH:5205 Social Determinants of Health
Demonstrate appropriate social and behavioral science research design and methodology, and analytical strategies in relation to public health.	EPID:4400 Epidemiology 1 CBH:4105 Introduction to Health Promotion & Disease Prevention BIOS:4120 Introduction to Biostatistics	CBH:5305 Evaluation 1:Approaches and Applications CBH:6305 Evaluation II: Design and Methods CBH:6115 Ethnographic Field Methods CBH:5310 Qualitative Research for Public Health CBH:6335 Research Methods in Community & Behavioral Health BIOS:5120 Design and Analysis of Experiments in the Biomedical Sciences BIOS:6110 Applied Categorical Data Analysis PSQF:6243 Intermediate Statistical Methods PSQF:6245 Factor Analysis and Structural Equation Models PSQF:6252 Introduction to Multivariate Methods GEOG:044:106 Foundations of Geographic Information Systems
Communicate research findings effectively to various audiences.	CBH:4105 Intro to Hlth Prom & Disease Prev	CBH:5420 Communicating with the Community CBH:6210 Health Communication CBH:6335 Research Methods in Community & Behavioral Health

Continued from previous page.

Graduates of the <u>MS in Community & Behavioral Health</u> will be able to:	Primarily Gained through These Required Courses	Secondarily Gained through These Elective or Other Required Courses
Evaluate and interpret qualitative and quantitative scientific literature.	CBH:4105 Intro to Hlth Prom & Disease Prev BIOS:4120 Introduction to Biostatistics	CBH:5305 Evaluation 1:Approaches and Applications CBH:6305 Evaluation II: Design and Methods CBH:6115 Ethnographic Field Methods CBH:5310 Qualitative Research for Public Health CBH:6210 Health Communication CBH:6220 Health Communication Campaigns CBH:6215 Persuasion and Health CBH:5220 Health Behavior and Health Education CBH:6205 Designing and Implementing Interventions CBH:6405 Maternal Child Family Health
Explain how to effect individual, organizational, and systems change.	CBH:6210 Health Communication HMP:4000 Introduction to the US Health Care System or HMP:5005 Introduction to Health Care Organizations and Policy	CBH:5215 Community Preventive Programs/Services CBH:5420 Communicating with the Community CBH:6220 Health Communication Campaigns CBH:6215 Persuasion and Health
Design, implement and evaluate evidence-based public health interventions.	CBH:4105 Intro to Hlth Prom & Disease Prev BIOS:4120 Introduction to Biostatistics	CBH:5220 Health Behavior and Health Education CBH:6205 Designing and Implementing Interventions CBH:5305 Evaluation 1:Approaches and Application MPH:7000 MPH Practicum Experience CBH:6115 Ethnographic Field Methods CBH:5310Qualitative Research for Public Health
Participate in an original research project that makes a contribution to the body of knowledge of public health.	CBH:7505 Thesis	

PhD in Community and Behavioral Health Competencies	Primary	Secondary
Demonstrate extensive knowledge of and contribute to social and behavioral science theories related to public health. <i>Theory</i>	CBH:4105 Intro to Hlth Promotion and Disease Prevention CBH:5220 Hlth Behavior & Hlth Education MPH:6100 Essentials of Public Health CBH:xxxx PhD theory seminar (3s.h.)	ANTH:6141 Medical Anthropology and Social Theory CBH:4140 Feminist Activism in Global Health CBH:6210 Health Communication CBH:6215 Persuasion & Health HMP:5005 Intro to Health Care Organization & Policy
Identify knowledge gaps, synthesize relevant information, and formulate focused research questions to address these gaps. <i>Hypothesis Generation</i>	CBH:5305 Evaluation: Approaches & Application CBH:6335 Research Methods in CBH EPI:4400 Epidemiology: Principles CBH:6230 Health Equity, Disparities, and Social Justice	CBH:5230 Public Health Issues in Overweight Management CBH:6405 Global Maternal, Child, Family Health CBH:5435 Substance Abuse Prevention and Early Intervention CBH:5440 Prevention and Early Intervention of Mental Health Disorders
Critically evaluate social and behavioral science research design, methodology, and analysis related to public health. <i>Study Design/ hypothesis testing</i>	CBH:6335 Research Methods in CBH HMP:7940 Primary Data and Mixed Methods HMP:7950 Design Issues in Health Services Research BIOS:4120 Intro to Biostatistics	CBH:5310 Qualitative Research for Public Health EPLS:6209 Survey Research and Design EPLS:6370 Quantitative Methods for Policy Analysis GEOG:4150 Health & Environment: GIS Approaches
Contribute to public health knowledge by designing and implementing research that incorporates knowledge of pertinent cultural, social, behavioral and biological factors using quantitative and qualitative methods.	CBH:5310 Qualitative Research in Public Health CBH:6205 Designing & Implementing Interventions CBH:6335 Research Methods in CBH BIOS:5120 Regression Modeling and ANOVA in the Health Sciences	BIOS:6110 Applied Categorical Data Analysis CBH:6115 Ethnographic Field Methods PSQF:6249 Factor Analysis and Structural Equation Models PSQF:6252 Introduction to Multivariate Statistical Methods HMP:7960 Analytic Issues in Health Services Research I HMP:7965 Analytic Issues in Health Services Research II SOC:5160 Sampling, Measurement, & Observation Techniques SOC:6170 Intro to Sociological Data Analysis

		SOC:6180 Linear Models in Sociological Research SOC:7170 Categorical Data Analysis in Sociological Research SOC:7180 Seminar: Selected Topics in Research methods and Data Analysis
<i>Research</i>	CBH:xxxx Advanced Intervention Design & Research (title TBD)	
Demonstrate professional skills including scientific writing, oral communication, grant-writing, interdisciplinary collaboration, teaching, and service.	CBH:xxxx Doctoral Seminar CBH:7505 PhD Dissertation CBH:xxxx PhD Guided Research (HMP:7920)	CBH:5420 Communicating with the Community PSY:6560 Sterotyping, Prejudice, and Discrimination
<i>Professional Development</i>		
Communicate research findings effectively to various audiences such as researchers, policy makers, and community.	CBH:6410 Doctoral Seminar CBH:xxxx PhD Guided Research (HMP:7920)	CBH:5420 Communicating with the Community
<i>Dissemination</i>		
Demonstrate extensive knowledge in designing and implementing community-based interventions and research	CBH:5235 Community Based Participatory Research CBH:6205 Designing & Implementing Interventions CBH:6220 Health Communication Campaigns	CBH:5230 Public Health Issues in Overweight Management CBH:5435 Substance Abuse Prevention and Early Intervention CBH:5440 Prevention and Early Intervention of Mental Health Disorders CBH: 6405 Maternal, Child, Family Health: An Overview
<i>Community</i>		

CBH Doctoral Timetable

The Department of Community and Behavioral Health (CBH) expects that doctoral students will make timely progress toward their degree. In general, it is anticipated that CBH PhD students will complete all degree requirements within a maximum of five years (full-time students) and seven years (part-time students) from the date of first registration in the doctoral program.

The following time limits apply to doctoral students entering the program as of 2011. Time limits may be extended if extenuating circumstances arise. Time limits and change from full-time to part-time status is reviewed on a case-by-case basis by a student's faculty advisor and the DEO. The table below shows the recommended timing and sequence.

DOCTORAL TRAINING TIME LINE

	Full-Time Students	Part-Time Students
Qualifying Exams		
<ul style="list-style-type: none"> • Relevant master's degree 	End of 2 nd semester	End of 3 rd semester
<ul style="list-style-type: none"> • Other master's degree 	End of 3 rd semester or upon completion of coursework in the following areas: Epi, Biostats, HBHE*, Evaluation and Interventions	End of 3 rd semester or upon completion of coursework in the following areas: Epi, Biostats, HBHE*, Evaluation and Interventions
Comprehensive Exams	End of coursework*	End of coursework*
Dissertation Proposal Defense	Within two semesters after the comp exam	Within two semesters after the comp exam
Dissertation	2 years post-comp	2 years post-comp

* For many students, the "end of coursework" may include transfer credit.

* HBHE = Health Behavior and Health Education

Appendix C CBH Faculty and Staff Directory

Below is a directory for CBH faculty and administrative staff. In addition, directory information for any faculty, staff or student at The University of Iowa can be found on the online directory at <http://www.uiowa.edu/homepage/directories/index.html> Faculty research interests can be found on the College of Public Health website.

CBH Faculty Members	Title	Office
Sato Ashida, PhD	Assistant Professor	N410 CPHB
Natoshia Askelson, MPH, PhD	Assistant Professor	N412 CPHB
Barbara Baquero, MPH, PhD	Assistant Professor	N418 CPHB
Shelly Campo, PhD	Associate Professor	N416 CPHB
Jason Daniel-Ulloa, MPH, PhD	Clinical Assistant Professor	N428 CPHB
Paul Gilbert, PhD, ScM	Assistant Professor	N414 CPHB
Faryle Nothwehr, MPH, PhD	Associate Professor	N424 CPHB
Edith Parker, MPH, DrPH	Professor and Head, Director, Prevention Research Center-for Rural Health Professor, Public Policy Center, Office of the Vice President for Research	N432A CPHB
Anne Helene Skinstad, PhD	Clinical Associate Professor, Program Director, Prairielands Addiction Technology Transfer Center	N420 CPHB
Will Story, MPH, PhD	Assistant Professor	N426 CPHB
Staff	Title	Office
Heidi Haines	Research Support Coordinator	N440 CPHB
Torrie Malichky	Graduate Program Coordinator	N433 CPHB
Rob Svetly, MBA	Department Administrator	N434 CPHB

Appendix D

Abbreviations and Acronym Glossary

ACS.....	American Cancer Society
AHA.....	American Heart Association
ALA.....	American Lung Association
APHA.....	American Public Health Association
ASPH.....	Association of Schools of Public Health
Biostat.....	Department of Biostatistics
CBH.....	Department of Community and Behavioral Health
CDC.....	Centers for Disease Control and Prevention
CHES.....	Certified Health Education Specialist
COGS.....	UI Grad Student Union
CPH.....	College of Public Health
CSAT.....	Center for Substance Abuse Treatment
CSAP.....	Center for Substance Abuse Prevention
DHHS.....	Department of Health and Human Services
DrPH.....	Doctor of Public Health
Epi.....	Department of Epidemiology
HMP.....	Department of Health Management and Policy
HRSA.....	Health Resources and Services Administration
HCWG.....	Health Communication Working Group of APHA
ICA.....	International Communication Association
IDPH.....	Iowa Department of Public Health
IRB.....	Institutional Review Board
ITRC.....	Iowa Tobacco Research Center
JCPH.....	Johnson County Public Health
MCHB.....	Maternal and Child Health Bureau
MPH.....	Master of Public Health
MS.....	Master of Science
NCA.....	National Communication Association
NCI.....	National Cancer Institute
NIAAA.....	National Institute on Alcohol Abuse and Alcoholism
NIDA.....	National Institute on Drug Abuse
NIH.....	National Institutes of Health
OEH.....	Department of Occupational and Environmental Health
PATTC.....	Prairielands Addiction Technology Transfer Center
PhD.....	Doctor of Philosophy
PRC.....	Prevention Research Center
SAMHSA.....	Substance Abuse and Mental Health Services Administration
SOPHE.....	Society for Public Health Education